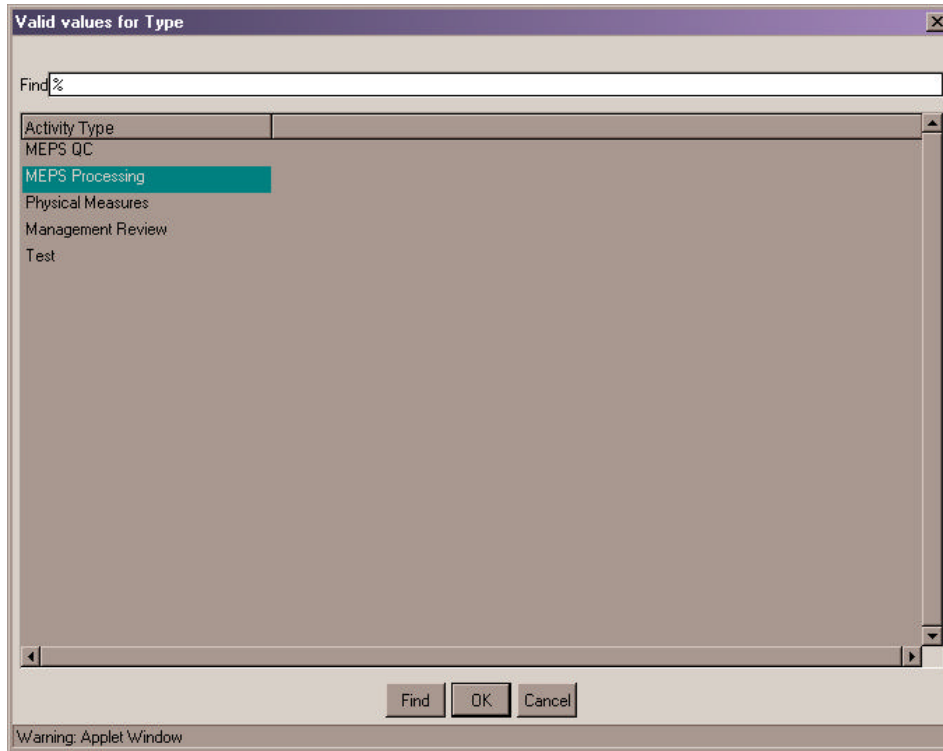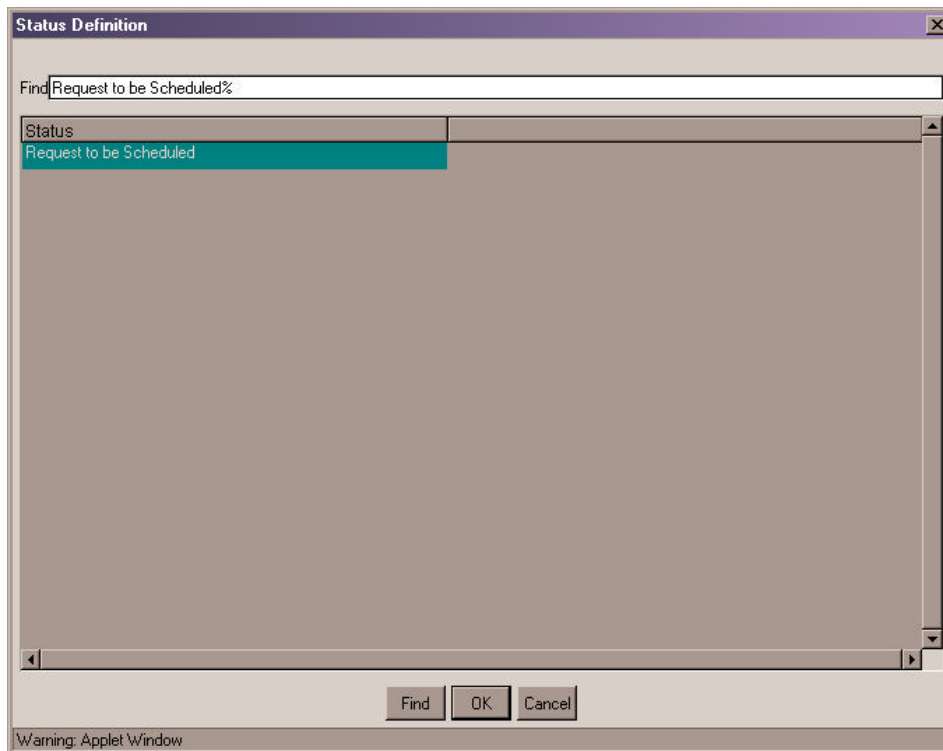# MEPS PROCESSOR SCHEDULING

RECRUITER:

- Initial selection of MEPS Processing remains the same

- Initial selection of Request to be Scheduled remains the same

- Upon selecting Request to be Scheduled, a new window appears
- Insert the date you will have the applicant process
- Click in Hotel if you plan on the applicant staying the night before at the hotel
- Select the type of Physical (if applicable) and only one type noting Same Day Processor has been added to the choices
- Select any Special Test you may want the applicant to take
- Select DEP if that is also planned
- Note that you now may also select No Physical Needed and request schedule for only a Special Test and/or DEP
- Click the Schedule button after completing the information

- Upon clicking the Schedule button, a remarks window opens up for the user to input any other informational notes

- Click OK and then save the transaction and the applicant is now Requested to be Scheduled

MEPS:

- MEPS still locates requested schedule applicants under their filter
- Upon entering the Record Actions, MEPS still selects the next available line to continue scheduling and selects Schedule then OK
- Upon clicking OK, the new scheduling window opens revealing the information selected by the recruiter
- If no information has changed, MEPS clicks the Schedule button to confirm the request

- Upon clicking the Schedule button, a remarks window opens up allowing the MEPS to make any comments they wish
- Click OK and then save to complete the transaction

MEPS PROCESSING CHECK IN PROCEDURES

- This process only works under the MEPS bucket Leads Select screen
- This process will work by locating an applicant under any of the MEPS lead filters

- Upon locating the applicant, double click on that applicant
- Double clicking will open a new Tracking window
- The Processing Date will be prepopulated
- In cases of multiple MEPS Processing times, all date events will display in the list
- Click to populate if the Hotel, Dinner, Breakfast, Lunch, and/or Govt Transportation are applicable
- If Hotel, Lunch, and/or Govt Transportation is applicable, insert the value of these services
- Click Save to save the transaction
- At any time after saving, this window can be reopened through the MEPS bucket to make any necessary changes